

Acting Chief, Supply Operations Branch

24 May 1954

25X1A9a

[REDACTED]

Meeting Relative to Procurement of Permanent Type File Folders

1. Resultant decision, based on subject meeting attended by representatives of Supply Division, Procurement Division, Records Management and a local representative of [REDACTED] 25X1A5a1  
25X1A5a1 [REDACTED] was to procure, for stock, the following item: "Folder, file, 17 point Kraft, square cut, prepunched with slot type punch in the 1st and 3rd positions, with 4" type 1½" linen expansion gusset".

2. The cost of the above item is \$18.75 per "C" for the folders, plus .65 per "C" for each position punched or a total cost of \$20.05 per "C".

3. It was determined that a quantity of 5000 each be ordered as an initial quantity for stock and based on subsequent issue experience, adequate stock levels will be established.

[REDACTED] 25X1A9a

LO/SD/SM/DCB:ms

Distribution:

Orig. & 1 - Addressees

1 - PD ([REDACTED])

1 - Records Management

1 - SM

25X1A9a

This requisition to be held up  
see note may 27 # R